

When you apply a digital signature to a document, a checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, the change breaks the digital signature.

On Windows operating systems, the Windows features for validating a signature are used. On Linux systems, files that are supplied by Mozilla Thunderbird or Firefox are used to validate the signature. For a more detailed description of how to get and manage a certificate, and signature validation, see *About Digital Signatures* in the LibreOffice Help.

Applying digital signatures

The following procedure is only an example of how to digitally sign a document. The actual procedure depends on how your computer is set up and the computer's operating system.

- 1) Open the file that you want to digitally sign.
- 2) Go to **File > Digital Signatures > Digital Signatures** on the Menu bar.
 - If you have set LibreOffice to warn you when the document contains certain types of information (see “Removing personal data” on page 246), you may see a message box asking whether you want to continue signing the document. Click **Yes** to continue, or click **No** to exit and take appropriate action to remove the private information and restart this procedure.
 - If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file. When you have saved the file, the Digital Signatures dialog opens (Figure 215).
- 3) Click **Sign Document** to open the Select Certificate dialog (Figure 216).

Select the certificate you want to use and click **Sign** to close the Select Certificate dialog.

The certificate used is displayed in the Digital Signatures dialog with an icon next to its name. This icon indicates the status of the digital signature.

 - An icon with a red seal indicates that the document was signed and the certificate was validated.
 - An icon with a yellow caution triangle overlaying the red seal indicates that the document is signed but that the certificate could not be validated.
 - An icon with a yellow caution triangle by itself indicates an invalid digital signature.
- 4) Click **Close** to close the Digital Signatures dialog and digitally sign your file.

A signed document shows an icon in the status bar. You can double-click the icon to view the certificate. More than one signature can be added to a document.

Note

If you make any changes to the document after digitally signing, the digital signature is removed automatically and you have to repeat the above procedure to digitally sign it again.
